



Group Management Plan

Prepared By

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Version: 1.0

Team Management Agreement

Team Configuration and Management

**Project Client:** Ella Lawton (and Nick Holmes)

**Project Supervisor:** Lesley Smith, Sam Mann

**Project Team Leader:** Null – agreement by consensus

**Project Team Members:** Brenton Hall, Rachel Saunders, Allen Kannewischer

Communication Plan:

* Our team agrees to meet regularly, initially at least once a week, and more as required.
* A meeting may consist of 2 or 3 team members.
* Meeting minutes or notes will be taken at every meeting where decisions are made or work allocated. Notes/minutes will be kept on the Team350 Wiki.
* Below is a list of mutually available times for all the team members:
* Monday: 10.30 till 12.50
* Tuesday: 10.00 till 4.00
* Wednesday: 3pm+
* Thursday 3pm + (Rachel out of town so subject to her being notified)
* Friday 3pm+
* Saturday 12pm+
* Sunday 8am+
* Communication with the Client or Lecturers will be by the entire group when possible or with whichever team members are available provided the information/questions for the Client/lecturers are pre-prepared and agreed on by the team.

Project Standards and Procedures:

* We will endeavour to keep the Client informed of our progress by presenting often and taking on board any feedback so as to deliver a desirable product.
* We will try to present/communicate with Client and lecturers as a group if possible (see Communication Plan).
* We will use our Team350 logo on our paper documentation. Following are our document style preferences:
  + Cambria 12pt for Body text
  + Arial bold, 12, 14, 16pt for headings 1, 2, and 3 respectively
  + Team350 logo in the header of the document along with the name of the document
  + Ruled line to separate header and footer text from the text in the main part of the document
  + Footer will contain the date of the creation of the document, the names of the members of the team and the course details
* We will all be collectively responsible for checking all aspects of the final product. This will ensure double checking of each other’s work, understanding by all team members of all aspects of the product and full personal responsibility for the entire product.
* Version control for documents will be:
* The wiki – especially for minutes, notes, ideas, documents to be collaboratively worked on
* Our group will ensure deadlines are met by:
  + Communication: regular team meetings, shared schedule of work, well defined plan of stepping stones
  + Good work allocation
  + Constant progress checking against schedule/deadlines and team goals
* Evaluation of the deliverable will be the responsibility of the team, but should also include:
  + A stable, working product
  + A satisfied Client
* Roll out will consist of:
  + Making the application available to the client
  + Making our documentation available to the client
  + Making the code open sourced for the Client (need Supervisor approval for this)

Management Strategies

Following is a list of strategies for some of the likely issues that may occur in the group during the implementation of our project.

* Group conflict: Prioritize important group and individual deadlines. If conflict arises mediate within the group in the first instance. If no agreeable resolution can be found, include Project Supervisor and implement the red/yellow/green card system.
* Conflicting instructions: We think we have the right to expect the client and lecturer to communicate with each other until there is clear direction. We would request a meeting between the involved Stakeholders to resolve any conflicts and issues.
* File management: Everyone has backups of their own material, either in hard copy or on their own pen drive. We all have to be responsible for backing up any content we personally contribute.
* Loss of essential files: Whilst every endeavor is made to keep the files backed up, we acknowledge mistakes can happen, and we will just get on with it.
* Application backup/version control: We will try to use the wiki to store our application as it is developed. May need to review this as the project develops.
* Client issues: Communicate with Client and project supervisor to try to resolve any problems.
* Missing group member: encourage good communication. If there is a communication breakdown involve the project supervisor and enforce the card system.

Disclaimers

Research Disclaimer

Following is the contractual agreement between the IT Department and Team350.

“All members of this group are aware that our experiences in undergoing this project may be used in research into teaching methods for software engineering. We understand that identities will be confidential and that taking part in this research is entirely voluntary and will not affect in any way how we are treated by the lecturers in this course”.

Otago Polytechnic Disclaimer

Following is the paragraph to be attached to the Group Management Plan and in any documentation produced by Team350.

“Some of the material in this document was created as part of a project by students of Otago Polytechnic, but its inclusion is not endorsement by the Polytechnic of any of the products, services, ideas, people, or businesses referred to".

Group Contract:

I agree to abide by the above group rules established in consultation with all group members:

Name: .............................................................................................

Signature.......................................................................................... Date...............................................

Name: .............................................................................................

Signature.......................................................................................... Date...............................................

Name: .............................................................................................

Signature.......................................................................................... Date...............................................